

JOB DESCRIPTION

Date:	July 8, 2021
Position:	Mid-Level Donor Representative, Advancement
Reports to:	Vice President, Advancement
Hours:	40 hours per week

Short Description:

Redeemer City to City (RCTC) is a non-profit organization that prayerfully recruits, trains, coaches and resources leaders who cultivate gospel movements in global cities primarily through church planting. RCTC is based in New York City and works in cities throughout Africa, Asia, Australia, North America, Latin America, the Middle East and Europe. RCTC's core competencies are urban church planting, leadership development and content creation. All of this is done to help bring the gospel of Jesus Christ to cities.

Reporting to the Vice President, Advancement, the Mid-Level Donor Representative, Advancement leads the cultivation of micro, mid-level and mid-major partners; direct mail; and data management and technology for the advancement team. The Mid-Level Donor Representative, Advancement creates and implements tasks and projects that enable the advancement team to identify, cultivate and up-level micro, mid-level and mid-major partners. They lead data integrity and data management and analysis for the advancement team.

Responsibilities:

- Maintain and grow relationships with new and current partners
- Implement and grow the "sales operations process" for partners with the goal of: acquiring new recurring partners and up-leveling current partners
 - This includes email, phone, mail, and digital initiatives
- Lead data analysis and strategic decisions for the advancement (donor) audience on all platforms, including Salesforce, Google Analytics, ActiveCampaign, WealthEngine and other technologies
- Manage and delegate the maintenance and updating of clean Salesforce records and data
- Manage reports and dashboards for the advancement team, as well as reports and dashboards for other staff members that deal with fundraising or advancement data

- Send 1:1 and 1:many communications from multiple platforms, including Gmail and ActiveCampaign
- Manage the direct mail process
- Identify, create and implement donor acquisition opportunities
 - This includes email, phone, mail and digital initiatives
- Manage segmented communications for advancement audiences, inclusive of giving levels and events
- Manage the Mid-Level Cultivation & Atlanta Coordinator, Advancement
 - The Mid-Level Cultivation & Atlanta Coordinator, Advancement will focus more heavily on creating relationships with micro and mid-level partners, while the Mid-Level Cultivation & Donor Representative, Advancement will focus more heavily on creating relationships with high net-worth mid-level and mid-major partners

Education and Experience:

- Bachelor's degree
- 5+ years work experience
- Desire to serve partners personally and with the love of Christ
- Desire to find and cultivate new partners
- Proficiency in Microsoft Word and Excel
- Proficiency in Google products
- Proficiency in CRMs, advertising products and technical platforms
- Comfort learning new technical platforms (e.g. Salesforce, ActiveCampaign)
- Experience working with churches or other ministries a plus

Benefits

- Medical, dental and vision coverage
- Life insurance
- 401 K with employer match, after waiting period
- Flexible Spending – Medical and Dependent Care
- Commuter Benefits
- Employee Counseling Benefit
- Generous PTO, including the week between Christmas and New Years
- Paid Sick Leave
- Sabbatical Leave - after 7 years

Redeemer City to City is a global organization that serves a diverse community, men, women and members of all ethnic groups are encouraged to apply.

To apply, please send a cover letter and resume to Jeanne Stewart, Director, Human Resources hr.jeanne@redeemercitytocity.com.